



NM MVD in partnership with **New Mexico Interactive (NMI)**

New Mexico Interactive, LLC
1221 Flagman Way, Suite B4
Santa Fe, NM 87505

Telephone: (505) 982-8307

Fax: (505) 212-0758

<http://www.mvd.newmexico.gov/VRS>

Vehicle Registration Suite

Account Holder Agreement and Access Request Form – Auto Recycler & Tow Company

You must complete this form to access the New Mexico Motor Vehicles Division Vehicle Registration Suite (VRS), managed by New Mexico Interactive, LLC on behalf of the New Mexico Motor Vehicles Division. To register, read all the information carefully, complete and sign this form, and return it to the address noted above.

This online service allows licensed auto recyclers and tow companies to access vehicle New Mexico Tax Lien and NCIC Check information through an existing Internet connection. Auto recyclers or tow companies that do not have an Internet connection can call the VRS Call Center, provide vehicle identification number (VIN), and receive the New Mexico Tax Lien and NCIC Check results via fax.

If you have any questions regarding the information contained within this form, please contact New Mexico Interactive at (505) 982-8307.

Section 1: Getting Started

- 1) **Create your VRS online login account.** All users must create a unique login account and VRS Username at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>. All VRS Administrator Usernames must be added to the Administrator list in Section 4. ***Fax customers do not need to complete this step.*
- 2) **Complete this Account Holder Agreement and Access Request Form.** Make sure you complete all sections of this form and sign page 5. The administrator(s) listed in "Section 4, Administrators" will be able to provide access to the online system for your designated employees once your VRS account is activated. ***Fax customers do not need to add administrators in Section 4.*
- 3) **Include a copy of a voided check.** To ensure timely and accurate processing, please include a copy of a voided check to verify your bank account and routing number.
- 4) **Sign and return this form to the address above.** Upon receipt of your completed application, New Mexico Interactive will activate your account and grant access to the administrator(s) you list in "Section 4, Administrators." When your account is activated, you will receive a welcome email informing you that you have been given user rights to the VRS application for your specific dealership or location. You can then log in to VRS and grant your employees access to your VRS account. Detailed instructions on how to manage your users are under the Training Resources menu option that is located under the Help and Support section on the VRS main menu.

***Fax customers: You will be mailed a starter kit that includes instructions and the necessary forms to submit fax transactions.*

Section 2: Organization Information

Physical Address

Business Name: _____ License Number: _____

Business Type: Auto Recycler _____ Tow Co _____

Contact Name: _____ Title: _____

Address 1: _____

Address 2: _____

City/State/ZIP: _____

Telephone: _____ Ext: _____ Fax: _____

NMI OFFICE USE ONLY: Location Code _____

Will you use the Vehicle Registration Suite via:

_____ Internet (Self-service)

_____ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

Bank Name: _____ Routing #: _____ Account #: _____



To ensure all payments are processed successfully, please make sure that:

- 1. Your bank account is set up to allow ACH debits/credits from New Mexico Interactive's originating bank ID: 9775071990 and 1522077581. Please note that you are required to add TWO originating bank IDs.**
- 2. You include a copy of a voided check.**

NOTE: All fees will be collected at the time of the transaction.

The fee for returned VRS transactions by your bank will result in a \$35 per transaction charge to your account. A bank return can be due to various reasons, including but not limited to the following:

- Your account has insufficient funds at the time of VRS transaction
- You closed your bank account and did not notify NMI with the new account information
- Your bank placed a stop payment on the VRS transaction because you have not provided the NMI account authorization number which was provided at the time of registration
- Your company has not authorized the corporate customer, NMI, the ability to withdraw funds for VRS transactions
- You have stopped payment or revoked authorization on the VRS transaction
- You have provided NMI with an invalid banking account or routing number

Mailing Address

Same as above _____

Address 1: _____

Address 2: _____

City/State/ZIP: _____

Telephone: _____ Ext: _____ Fax: _____

Section 3: Additional Locations

Please enter all information for each additional location you may have, *if applicable*. You may copy this page to add more locations to your account.

Location Name: _____ License Number: _____

Contact Name: _____ Title: _____

Address 1: _____

Address 2: _____

City/State/ZIP: _____

Telephone: _____ Ext: _____ Fax: _____

NMI OFFICE USE ONLY: Location Code ____

Will you use the Vehicle Registration Suite via:

_____ Internet (Self-service)

_____ Fax (Assisted transactions for those without Internet access. **There is an additional fee for fax transactions.**)

Same Bank Account as Main? ☐ Yes ☐ No (please list separate account information below)

Bank Name: _____ Routing #: _____ Account #: _____

Fax customers, please proceed directly to "Section 5."

Section 4: Administrators

The users you list below will be granted **administrator** rights to your account. In addition to regular staff user abilities such as printing temp tags, reprinting registration permits, etc., **administrators will have permission manage the access of staff users.**

1. Please have each administrator create his or her own VRS username and password at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>.
2. Once they have created their username and password, please enter each administrator's name, email address, and VRS username in the fields provided below.

When your account is activated, you will receive a welcome email informing you that you have been given user rights to the VRS application for your specific dealership or location. You will then have the ability to grant regular staff users access to your dealership or location's VRS account.

Please be sure that the regular staff users (non-administrators) who will be issuing temporary tags also create an online account at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>. Regular staff users should **not** be listed below.

Administrator(s) to be assigned to the account:

Name	Email Address	VRS Username
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Section 5: Transaction Fee(s)

A list of the VRS services and fees are listed in the table below:

Transaction Type	Purpose	Fee for Fax Users	Fee for Internet Users
Tax Lien and NCIC Check	Determine if a vehicle is stolen or if a New Mexico tax lien exists	\$9.00	\$3.00

NOTE: Fees will be collected via ACH at the time that the transaction is completed.

Section 6: Internet/Computer and Fax Machine Requirements

Internet Service:

- PC or Mac
- Standard printer
 - o Black and white (color is not necessary)
 - o Must be able to feed regular 8.5" x 11" sheet of paper
- Internet access with a modern web browser (i.e. Google Chrome, Firefox, Safari)
- Adobe Reader, (free software) <http://get.adobe.com/reader/>

Fax Service:

- Phone service
 - o Toll free number will be provided that will allow you to complete the transaction via fax
- Standard fax machine
 - o Must be able to feed regular 8.5" x 11" sheet of paper

NOTE: An additional \$6.00 fee is applied when requesting a transaction by phone.

Section 7: Online System Training

Internet Service Training:

Access to training videos will be available once your account is activated and granted with access to the system. Training includes:

- Processing a New Mexico Tax Lien and NCIC Check
- Searching and generating reports
- Adding/removing employee access

Fax Service Training:

Your welcome packet will include a detailed user guide explaining the fax process. Guide include:

- Processing a New Mexico Tax Lien and NCIC Check

Section 8: New Mexico Motor Vehicles Division Privacy Notice to Licensed Auto Recyclers and Tow Companies

I understand that my duties require me to access Personally Identifiable Information (PII). PII includes any information that can identify a person including but not limited to, the name, address, social security number, driver's license number, date of birth, photograph, computerized image, finger image, telephone number, medical information or disability information of any person or organization found in MVD records. I hereby agree that I will access PII only as required to perform my employment duties. I understand that it is my responsibility to secure the PII that I have access to and to ensure that it is not accessed by unauthorized individuals.

If I knowingly obtain and wrongfully disclose or use personal information from an MVD record, I understand that I am personally liable for civil and criminal penalties for wrongful use and disclosure. I also understand that violating the law will result in disciplinary action, including dismissal and will subject me to civil and criminal prosecution. Illegal use and release of information includes accessing information that is not part of my position requirements, looking up birthday information, and releasing more information than is necessary to complete my position requirements.

CUSTOMER SIGNATURE		By my signature I agree that: I have read and agree to the terms and conditions of the New Mexico Interactive Vehicle Registration Suite Account Holder Agreement and Access Request Form as presented. If I am signing this form on behalf of an organization or company, I represent that I have authority to bind the organization or company to this form. If for any reason any payments fail to process due to insufficient funds, I understand that access to the online system may be suspended until any past due amounts are paid in full.
Signature	Date	
Name (printed)	Title	